

## CHAPTER 7

### PERSONAL PROTECTIVE EQUIPMENT

#### 1. PURPOSE

This Chapter sets forth the policy and responsibilities for administration of the AMS personal protective program.

#### 2. POLICY

It is the policy of AMS that agency programs provide, use and maintain personal protective equipment (PPE) when it has been determined that its use is necessary and that such use will lessen the likelihood of occupational injuries and/or illnesses. Programs shall comply with the requirements of this Chapter and the Occupational Safety and Health Administration (OSHA) standards contained in 29 CFR Part 1910, Subpart I (Personal Protective Equipment).

#### 3. BASIC PROGRAM REQUIREMENTS

A. Each program shall ensure that an assessment of all workplaces is conducted to determine if hazards are present that necessitate the use of PPE.

B. If such hazards are present, or likely to be present, programs shall select, and require each affected employee to use, the types of PPE that will protect the affected employee from the hazards identified in the assessment.

C. The program shall communicate selection decisions to each affected employee.

D. Programs shall document that the required workplace hazard assessment has taken place with a written certification, identifying the workplace evaluation, the person performing the evaluation and the date(s) of the assessment. Programs shall retain this document as proof of hazard assessment.

E. Programs that have employees performing work in establishments of private employers may utilize the assessment conducted by the private employer, after having reviewed the assessment for accuracy and completeness.

F. Each AMS program shall develop policies/procedures for the procurement/purchase/replacement of all required PPE for their employees' use.

#### 4. WORKPLACE HAZARD ASSESSMENT

A. An assessment of all workplaces shall be conducted in order to assess the need for PPE and medical surveillance programs.

B. Assessments are based on walk-through surveys, individual consultations, and industrial hygiene recommendations. [Exhibit 7.1](#) represents a sample assessment form.

#### 5. PPE SPECIFICATIONS AND REQUIREMENTS

A. All personal protective equipment and equipment shall be of safe design and construction for the work to be performed.

B. Standards organizations have developed standards and specifications for the design and use of PPE. Programs shall use only that equipment that has been recognized and approved. This approval can be met through the use of :

1. Federal specifications.
2. American National Standards Institute (ANSI) specifications.

3. Recognized approval authority, such as Underwriter's Laboratories (UL), Factory Mutual (FM), or American Society of Testing and Materials (ASTM).

#### 1. EYE AND FACE PROTECTION

A. Employees shall wear approved eye and face protection when there is a reasonable probability that wearing such equipment will prevent injury.

B. Eye protection shall be used at all times in designated eye hazard areas.

C. Each AMS program shall provide the required equipment and enforce usage.

D. Programs whose employees are routinely exposed to occupational eye hazards and require prescription safety eyewear shall establish guidelines for obtaining prescription eyewear.

#### 1. HEARING PROTECTION

See Chapter 4 for hearing protection requirements.

#### 7.8 HEAD PROTECTION

A. Employees shall be provided and wear protective helmets when:

1. Working in areas designated as "hard hat" areas.
2. When working in areas where there is a potential for injury from falling and/or flying objects.
3. Where there is a possibility of bumping the head against a fixed object.
4. When exposed to electrical conductors which could contact the head.
5. Sanitary protection is required.
6. Hair may be caught in machinery.

A. The "Class" of head protection shall be determined by the hazard.

1. Class A - general service, limited voltage protection (hard hat).
2. Class B – utility service, high-voltage helmets.

3. Class C – special service, no voltage protection (bump caps).

#### 7.9 FOOT PROTECTION

- A. Employee shall wear safety shoes whenever they are working in areas where there is danger of a foot injury and/or in designated foot hazard areas.
- B. Slip resistant footwear shall be provided to employees whose work requires them to be in areas where the walking/working surfaces may be slippery due to water, oil, grease, etc.

#### 7.10 HAND PROTECTION

Programs shall select provide and require appropriate hand protection whenever employees' hands are exposed to, or are likely to be exposed to, such hazards as those from:

- A. Harmful substances which may be absorbed through the skin.
- B. Severe cuts or lacerations.
- C. Severe abrasions and/or punctures.
- D. Chemical irritations.
- E. Harmful temperature extremes.

#### 7.11 PROTECTIVE CLOTHING

Employees shall be provided and wear protective clothing to prevent injury from the following:

- A. Excessive heat or cold.
- B. Hot liquid splashes.
- C. Radiation.
- D. Impacts.
- E. Cuts.
- F. Electrical shock.
- G. Effects of acids, alkalis, and other dangerous chemicals.

#### 7.12 RESPIRATORY PROTECTION

No AMS employee shall utilize respiratory protection devices without prior consultation with the AMS Safety and Occupational Health Program Manager.

#### 7.13 EMERGENCY EYEWASHES AND SAFETY SHOWERS

- A. All potentially exposed employees shall be trained on the use of the emergency eyewash station and/or the safety shower.
- B. All emergency eyewash stations and safety showers shall be tested at least twice a year. The date of the test and the name of the inspector must be recorded on a tag that is attached to the device.
- C. All devices must meet the requirements contained in ANSI Z358.1 – 1990.

#### 14. TRAINING

A. Programs shall provide training to each employee who is required to use PPE to include at least the following:

- 1. When PPE is necessary;
- 2. What PPE is necessary;
- 3. How to properly don, doff, adjust and wear PPE;
- 4. The limitations of the PPE;
- 5. The proper care, maintenance, useful life and disposal of PPE;
- 6. Ability to recognize that defective or damaged PPE shall not be used.

B. Each affected employee shall demonstrate an understanding of the training specified in paragraph A.1.-6. of this Section and the ability to use PPE properly before being allowed to perform work requiring the use of PPE.

C. Circumstances where retraining is required include, but are not limited to, situations where:

- 1. Changes in the workplace render previous training obsolete.
- 2. Changes in the types of PPE to be used render previous training obsolete.
- 3. Inadequacies in an affected employee's knowledge or use of assigned PPE indicate that the employee has not retained the requisite understanding or skill.

D. Programs shall maintain documentation verifying that each affected employee has received and understands the required training.

[Exhibit 7.1](#), Hazard Assessment and Selection of PPE

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